

## Job Description

**Job Title:** Scholar Support Federal-Setting III Teacher  
**Department:** Scholar Support Services  
**Reports To:** Scholar Support Supervisor  
**Date Written:** February 12, 2017  
**Work Year:** Per Contract  
 Exempt  Non-Exempt

*Non-exempt employees receive overtime pay; exempt do not.*

## Position Summary

Provide academic and goal-based learning experiences that enhance scholar progress across all settings.

## Primary Job Functions

1. Contribute to and participate in the building scholar support teams.
2. Serve as an IEP/IFSP case manager.
3. Work as a team member in staffings. Facilitate team meetings to review scholar progress and develop IEP/IFSP as related to scholar needs.
4. Plan and implement appropriate educational programs for individuals.
5. Implement educational plans as describe on individual IEP/IIIP/IFSP and provide information for building staff as needed.
6. Maintain appropriate records and reports. Collect data on progress on goals and objectives for each scholar and meet all required timelines.
7. Develop, coordinate, and evaluate transition related experiences for scholars, if applicable.
8. Provide work direction to paraprofessional staff members.
9. Communicate effectively with scholars, families, educators, and administrators regarding scholar programs and progress.
10. Collaborate with scholars, families, related service providers, outside agencies, and other team members to promote growth of each scholar.
11. Work cooperatively with general education teachers and staff and provide building consultation, support and training as needed.
12. Create and maintain a professional working relationship with families and staff.
13. Obtain and demonstrate knowledge of general education curriculum including the grade level outcomes and state standards.
14. Conduct assessments, comprehensive report results, and follow Minnesota state criteria in area(s) of special education eligibility as well as mandated timelines.
15. Determine and complete purchase orders for supplies, materials, and equipment based on scholar needs.
16. Participate in building and District level professional development activities.
17. Understand and maintain boundaries and confidentiality with scholars, families and staff.
18. Perform all other duties and responsibilities in certification areas as directed by the Director of Special Services and/or the Building Principal.

19. Other duties as assigned.

## **JOB SPECIFICATIONS**

### **(EDUCATION, LICENSE, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES):**

#### **Required:**

1. Current Minnesota licensure in two special education areas or the ability to achieve prior to obtaining continuing contract status (one license area required for early childhood). License requirements based on scholar level and program.
2. Ability to travel between sites as needed.
3. Prompt, regular and reliable attendance.
4. Ability to perform routine computer functions, including the use of email, Microsoft Word, Google Suite, Asana, and due process system.
5. Communicates with scholars, parents, co-workers, supervisors, and the community in a positive and responsive way that is consistently welcoming and enhances effective work relationships.
6. Demonstrates an appreciation of diversity in all interactions and job functions.